

Exercise 1: Conciseness

INSTRUCTIONS: Follow the instructions for each section below.

AVOIDING FALSE TITLES

Rewrite these sentences, eliminating their false and contrived titles.

1. Assistant solid waste disposal director Carlos Alicea said he opposes the fee.
2. President of the Michigan Avenue boat shop Robert Ellerbee discovered the 7:05 a.m. fire.
3. The door of the 1213 Ashland Avenue home of the two female senior college students was pried open.
4. The typical 1990s American family spends 37 percent of its weekly food-budgeted dollars in restaurants.
5. The Seventh Avenue lawn furniture manufacturing company damaged by the 7:10 a.m. Tuesday fire hopes to reopen next week.

IMPROVING SENTENCES

Rewrite the following sentences, correcting all their errors. Some sentences contain more than one error.

1. The respondents agreed that the only crime serious enough to receive capital punishment as a penalty are those involving murder.
2. John Adles said the possible deformity of the child is the only circumstance in which he feels that abortion should be legal.
3. He said that before marijuana is legalized, there has to be more extensive research pointing in the direction of its being a harmless drug.
4. Academic reputation, school location, and cost were the three major items listed by college students as their reason for attending the school in which they are currently enrolled.
5. Assistant director for instruction and research in the Division of Computer Services Abraham Cohen said that every elementary school should teach their students how to use a computer.

WORDINESS

Eliminate unnecessary words from the following phrases. Simply cross off any unnecessary words in the first 18 phrases. The remaining phrases can be replaced by a single word.

very unique	winter months	personally agree with
young child	new innovation	four different people
totally destroyed	built a new store	during the course of
future plans	dropped down	climbed up the ladder
first began	free gifts	distance of 6 miles
past history	further added	at the hour of 4 p.m.

in the vicinity of	did not pay attention to
took into consideration	made an investigation of
at the present time	ended by saying that
in the near future	committed an error
due to the fact that	holds the belief that
proceeded to take	made plans for

SIMPLIFYING

Substitute simpler, more commonly used and understood words for the following terms.

accelerate	present	request
apprehend	purchase	residence
conflagration	lacerations	terminate
instruct	adjacent	community
approximately	construct	felines and canines

SIMPLIFYING

Correct the following sentences. They contain opinions, wordy phrases, passive verbs, grammatical errors and other problems that require rewriting.

1. He suffered the loss of his right eye.
2. Filing the grievance was a history teacher.
3. Police officers were summoned to the scene by a neighbor.
4. The interesting thing about the restaurant is that it has remained relatively unchanged for 100 years.
5. They reached a settlement of the debt.
6. He extended his appreciation to the persons who had supported him.
7. After you read up to the fifth chapter, you should skip over that chapter entirely.
8. It is never advisable to attempt to utilize a nail upon which there is any indication of the presence of rust.
9. There were a great number of dead leaves lying on the ground.
10. World peace is the cause to which the president is devoting his office.

Exercise 2: Conciseness

INSTRUCTIONS: Follow the instructions for each section below.

USING SIMPLE WORDS

Substitute simpler and more common words for each of these words.

accelerate	deceased
endeavor	minimize
ultimate	lacerations
depart	currently
imbibe	locate
reside	inquire
massive	feasible
utilize	stated
incarcerate	obtain
apprehend	commence

AVOIDING REDUNDANT PHRASES

Do not rewrite the following phrases; simply cross off the unnecessary words.

absolutely complete	honest truth
flatly rejected	future plans
qualified expert	awkward predicament
costs the sum of	fully engulfed
small in size	dead body
armed gunman	calm down
brilliant genius	free of charge
totally destroyed	filled to capacity
blame it on	crisis situation
postponed until later	my personal opinion

AVOIDING WORDY PHRASES

Use a single word to replace each of these phrases.

a great deal of	gave their approval of
due to the fact that	arrived at a decision
in the vicinity of	made a motion
is hopeful that	stated the point that
take into consideration	at this point in time
was in possession of	united together in holy matrimony
at which time	caused injuries to
proceeded to leave	be acquainted with
consensus of	draw to a close

opinion

despite the fact that in the event that

ELIMINATING UNNECESSARY WORDS

Eliminate the unnecessary words from the following sentences. The sentences do not have to be rewritten; simply cross off the words that are not needed.

1. Anyone may participate if they would like to.
2. Before the robbers left, they also took some liquor.
3. At the present time, the company employs about 50 truck drivers.
4. The nationwide poll showed that only 41 percent of the population support the bill.
5. Police officers reached the scene of the accident and began the investigation.

REWRITING WORDY SENTENCES

Rewrite the following sentences, eliminating as many words as possible.

1. He said the cost of putting on the program will be about \$500.
2. The police officer opened fire, shooting six times at the suspect.
3. Sanchez was taken to Memorial Hospital and is in fair condition there.
4. They told the mayor that there was not much time left before she would have to make an announcement on the decision.
5. Of the 10 stock car drivers interviewed, eight felt like it is inevitable that you are going to have some injuries and deaths among the people participating in their races.

Exercise 3: -isms

INSTRUCTIONS: Follow the instructions for each section below.

AVOIDING SEXIST TITLES AND TERMS

Replace these words with ones that include both men and women.

businessman	salesman	mankind
congressman	chairman	statesman
craftsman	paperboy	repairman
councilman	manpower	man-made

AVOIDING EXCLUSIVELY MALE NOUNS AND PRONOUNS

Rewrite the following sentences, eliminating their use of male nouns and pronouns.

1. A reporter is expected to protect his sources.
2. A good athlete often jogs to build his endurance.
3. Normally, every auto mechanic buys his own tools.
4. No one knows which of the nation's congressmen leaked the details to his wife and friends.
5. If a patient is clearly dying of cancer, doctors may give him enough drugs to ease his pain, and perhaps even enough to hasten his death.

AVOIDING STEREOTYPES

Rewrite the following sentences, avoiding stereotypical language and comments.

1. A male nurse, Richard Diaz, and his wife, an authoress, arrived today.
2. Police are looking for a black man who was seen running from the building after the alarm went off.
3. Members of the American Indian Movement went on the warpath today when federal agents attempted to interrupt a powwow of tribal elders.
4. A spokesman for the company announced that it has reached a gentleman's agreement with the sportsmen on their use of the woods.
5. Paula Valesquez, an attractive Puerto Rican woman, was elected to the university's board of trustees, the first Hispanic female ever to hold such a distinguished position at the university.
6. The city fathers announced today that 10 men and 4 females, all clergymen, will serve on the committee.

Exercise 4: Testing All Your Skills

INSTRUCTIONS: Follow the instructions for each section below.

AVOIDING REDUNDANT PHRASES

The following phrases are redundant. They do not have to be rewritten; simply cross off the unnecessary words.

buried underground responded by saying
first began end result
fume with anger positively identified
closed down said in the past
is now whether or not
combine together unpaid debt
new innovation started out
found out perfect stranger
sent away for set a new record
opened its doors now want

ELIMINATING UNNECESSARY WORDS

Eliminate the unnecessary words from the following sentences. The sentences do not have to be rewritten; simply cross off the words that are not needed.

1. Health inspectors are in the process of currently investigating the restaurant and may completely close it down in about 3 to 5 days.
2. She spent every summer during her life in the cottage located at Lake Tahoe with her young infant, who is now an attorney at law.
3. It's a very unique problem and, in an effort to prevent another violent explosion, they want to clean up the site at the hour of 2 p.m. regardless of whether or not it's privately owned.
4. It should be pointed out that after he died last Easter Sunday, an autopsy conducted to determine the actual cause of death found that he was, in fact, strangled to death.
5. In the past, he personally assembled together a dozen knowledgeable experts and insisted that they would like the end result regardless of whether or not they were paid.

AVOIDING WORDY PHRASES

Substitute a single word for the wordy phrases in the following sentences.

1. The runaway truck struck three cars and a delivery van before it finally came to a stop.
2. In the near future, the city council plans to submit a new budget to the mayor.
3. Police are searching for the lone armed gunman in the vicinity of Fifth and Main streets.
4. Prosecutors charged that the witness was in possession of important evidence.
5. Local high school athletic games were postponed until later due to the fact of the storm.

SIMPLIFYING SENTENCES

Rewrite the following sentences more simply and clearly.

1. Gladys Ann Higginbotham said she is not alone in her beliefs since other people also think the children are currently in danger.
2. As far as the safety is concerned, Thomas Haskell said he is not concerned about the airline's safety because it has a good record.
3. The driver of the vehicle then sped away, driving north through the parking lot at a speed estimated to be in the vicinity of 60 mph.

4. An ambulance then rushed the girl to Mercy Hospital for treatment of her injuries by doctors who said she is now in critical condition.
5. The plans have not been finalized, but tentatively it is possible that at this time the program could begin to serve a total of approximately 20 schools in the nearby vicinity.

AVOIDING SEXUAL STEREOTYPES

Rewrite the following sentences, avoiding sexist language and comments.

1. A California man and his wife attended the reunion.
2. While the girls were playing tennis, their husbands were playing golf.
3. While her husband works, Valerie Dawkins raises their children and dabbles in politics.
4. Mrs. John Favata is a widow, 56 years old and a petite grandmother of seven, but still plays tennis five days a week and, today, won the city's Senior Women's Tournament.
5. Councilman Alice Cyler, the attractive wife of a lawyer and mother of eight girls, is fighting to improve the city's parks.

REMAINING OBJECTIVE

The following sentences do not have to be rewritten; simply cross off the opinionated words and phrases.

1. Lucky to be alive today, the 20-year-old man walked away uninjured from a car accident that could have been fatal.
2. What began as a routine day ended tragically for Albert Wei when he was shot in the face during a daring daylight robbery.
3. The mayor's speech was well received, as he was interrupted more than 20 times by hearty applause.
4. When they got home, the young couple had a big surprise. They found that burglars had taken all their lovely wedding presents, leaving only the wrapping paper and ribbon behind.
5. Forty-five people miraculously escaped injury when the bus they were riding in overturned on a perilous stretch of interstate highway near Philadelphia.

TESTING ALL YOUR SKILLS

Rewrite the following sentences, correcting all their errors.

1. He said the disturbance had a negative effect on the schools image.
2. The groups fight against the road undergoing a reconfiguration to eliminate the dangerous curve is in limbo pending the results of an engineering study.
3. The condominium board's proposal received opposition from a 79-year-old eighth-floor condominium resident.
4. A university journalism professor's class found that in a 3-year period 19 women on the campus were raped or attempted to be raped.
5. A total of eight highly qualified persons, four men and four females, two of whom are black, served on the important committee.

Exercise 5: Review

INSTRUCTIONS: Follow the instructions for each section below.

REMAINING OBJECTIVE

Rewrite the following sentences, eliminating all their statements of opinion and other errors.

1. Students may find it worth their time to attend the 15th annual Pre-Law Day scheduled for Nov. 3 at the Student Center.
2. Speaking with great confidence, the attractive young woman did not hesitate to tell the crowd that she was the best candidate for the office.
3. The famous school, established 10 years ago, has scheduled a lavish banquet to celebrate its first decade of success.
4. Another important concept is the authors startling idea that it does not matter whether children begin to read before they are 10 years old.
5. They announced that residents of the city can look forward to the construction of a new \$4.1 million library next year.

AVOIDING REDUNDANT PHRASES

The following phrases are redundant. They do not have to be rewritten; simply cross off the unnecessary words.

actual facts	in order to
blue in color	past history
dropped downward	tracked down
strangled to death	very unique
free gifts	young child

AVOIDING WORDY PHRASES

Substitute a single word for each of the following phrases.

came to a stop	pursuing a study of
did not pay attention to	in excess of
hold the belief that	conducted an investigation of
in advance of	no longer allow
in the near future	serves as a deterrent

AVOIDING UNNECESSARY WORDS

The following sentences do not have to be rewritten; simply cross off the unnecessary words.

1. The city council voted to go ahead and sue the builders.
2. The accident occurred when a pickup truck collided with a car.
3. There is a possibility that the sign may be installed sometime later this month.
4. When police arrived at the scene, they found only an empty box, not a bomb.
5. Police responding to the call found that the assailants had kicked him in the face, head and neck.

TESTING ALL YOUR SKILLS

Rewrite the following sentences, correcting all their errors.

1. He sufferd the loss of his right eye.
2. The debt was then not nearly as large as it is today.

3. He criticized the president, calling him inconsistent and unrealistic.
4. The politician extended his appreciation to those who had supported him.
5. The purpose of this article will be to examine the problems of migrant workers.
6. Before a young child reaches the age of 18, he will see a total of 20,000 acts of violence on the tube.
7. The consensus of opinion among participants in the workshop is that it should be up to the governor to decide how to expend the funds.
8. It was brought out at the conference that the terms of the agreement are not in accordance with the desires of the people of Israel.
9. The 62-year-old spinster, the daughter of the retired judge Myron Hanson, does not look the part but has become an expert on criminal law.
10. At a party given in her honor on the day of her retirement, co-workers celebrated the occasion by presenting the librarian with a trip to Paris.
11. Mike Deacosta, his wife and their two children, Mark and Amy, served as the hosts.
12. An attractive young blonde, Elaine Gardepe, seems to be an unlikely person to write a book about the topic, yet her book about auto mechanics has become a best seller.